


Revised May 2013	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	PO-02-14BA		Number of Vacancies	1
	Position Title	SUPPORT SERVICES ASSISTANT, GS-0303-07			
	Opening Date	7 APRIL 2014	Closing Date	17 APRIL 2014	
	Salary Range (DOLLAR)	\$34,319-44,615 Per annum	Work Schedule	FULL TIME PERMANENT	
	Job Location	U.S. NATIONAL SUPPORT ELEMENT, LISBON, PORTUGAL			
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnric.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	U.S. citizens residing in the Lisbon, Portugal commuting area who meet one or more of the following conditions: 1) Military Spouse and DoD Family members of active duty military and civilian employees officially assigned to a NATO command or the U.S. Embassy in Portugal and eligible for Schedule A 213.3106(b)(6) appointment. 2) Current Federal employees serving under career/career conditional appointment and Reinstatement Eligible 3) Veterans who have been discharged or released from active duty in the Armed Forces (as defined in 5 U.S.C. 2101 (2)), under honorable conditions, who are eligible for Veterans' Recruitment Appointment (VRA) or Veterans Employment Opportunities Act (VEOA) appointment(s).				
About the Job	As the NSE Support Services Assistant, the incumbent serves as an integral member of the business support team and performs a variety of Service Functions which may be found in varying degrees and in different combinations at all the National Support Elements. Such service functions Include (but are not limited to): mail service, communications, procurement of supplies and equipment, bookkeeping and accounting, coordination of facilities and equipment maintenance, property and records management, and transportation. The incumbent performs all aspects of mail operations including receipt, sorting, routing, dispatch, and control of packages; ensures orderly conduct of business and ensures proper compliance and understanding of postal directives; performs postal financial business by selling stamps and other postal products; loads, unloads, and manifests outgoing mail and performs other duties incidental to the movement and processing of mail. Plans and administers the procurement program; acts as the government purchase cardholder for the command; provides for requisition, storage, and issuance of office supplies and other such administrative equipment. Obtains clearances, approvals, and coordination whenever necessary; may oversee and perform analysis of one or more site-specific programs including Fuel Card Programs, Representation Funds, Recreational Funds, and other specific Host Nation tax-exempt programs and entitlements afforded to U.S. Service members serving in NATO.				
OPM Qualification Requirements	http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards BASIC REQUIREMENT: SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least the GS-06 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position.				
Pertinent Information	1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Incumbent is required to successfully complete a background investigation. 3. Selectee may be required to successfully complete a probationary period. 4. General Professional Proficiency (as defined in NAVPERS 15839 I Volume 2 Appendix A) in Reading, Speaking, and Listening Comprehension of Portuguese is desired. 5. A valid U.S. driver's license is required. 6. Selectee must successfully complete a pre-appointment physical examination.				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnrc.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).
 2. Family Member Status Form (**Mandatory, if claiming military spouse or family member preference**).
 3. Sponsors PCS orders – **Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)**
 4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
 5. Copy of most recent Notification of Personnel Action (SF-50) (if claiming federal status)
 6. DD-214 Record of Discharge, Member-4 copy (**if claiming Veteran's Preference**)
 7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Applications will receive consideration without regard to political, labor organization affiliation/ non – affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.